

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1100.2C CHG 14

8/31/90

SUBJ: ORGANIZATION — FAA HEADQUARTERS

1. **PURPOSE.** This change transmits revised pages to Chapter 36, Office of Training and Higher Education.

2. **EXPLANATION OF CHANGES.** This change:

a. Establishes the Strategic Planning, Policy, and Budget Staff. The staff is responsible for developing strategic plans, policy, and standards for technical training; developing standards for contract training; reviewing and consolidating the national budget for submission to the Office of the Associate Administrator for Human Resource Management; and tracking and reporting the expenditure of resources.

b. Establishes the Quality Assurance Staff. The staff serves as the principal quality assurance organization for the Office of Training and Higher Education in performing evaluations of the technical training programs.

c. Establishes the Higher Education and Advanced Technology Staff. The staff is responsible for planning, developing, and administering programs with institutions of higher education and establishing a consortium among higher education, industry, and Government to facilitate the exchange of information on state-of-the-art technical training technology.

d. Establishes the Regulations and Standards Training Program Division. The division provides goals and directions for technical training programs; provides instructional strategies; approves curricula; ensures conformance to standards for quality assurance; performs research and planning to ensure technological currency of technical training activities for the offices and services under the cognizance of the Associate Administrator for Aviation Standards and the Associate Administrator for Regulations and Certification (FAA employees only), Logistics, Airports, Security, and other personnel exclusive of Air Traffic and Airway Facilities.

e. Establishes the Airway Facilities Training Program Division. The division provides goals and directions for technical training programs; provides instructional strategies; approves curricula; ensures conformance to standards for quality assurance; and performs research and planning to ensure technological currency of technical training activities for airway facilities personnel.

f. Establishes the Air Traffic Training Program Division. The division provides goals and directions for technical training programs; provides instructional strategies; approves curricula; ensures conformance to standards for quality assurance; and performs research and planning to ensure technological currency of technical training activities for air traffic personnel.

g. Abolishes the Program Support Division.

h. Abolishes the Policy and Plans Division.

i. Abolishes the Requirements and Liaison Division.

j. Contains delegations of authority to the Director of Training and Higher Education to:

(1) Waive reimbursements for costs of technical training in accordance with agency policies, directives, and training agreements.

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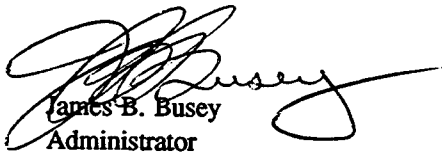
(2) Waive limitations on use of non-Government training in technical areas in accordance with agency policies and directives.

(3) Approve requests for out-of-agency training that require non-routine foreign travel in accordance with agency policies and directives.

3. **DISPOSITION OF TRANSMITTAL.** After filing the revised pages, this change transmittal should be retained.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
ix and x	2/6/89	ix	2/6/89
		x	8/31/90
36-1 thru 36-5	2/6/89	36-1 thru 36-5 (and 36-6)	8/31/90



James B. Busey
Administrator

2/6/89

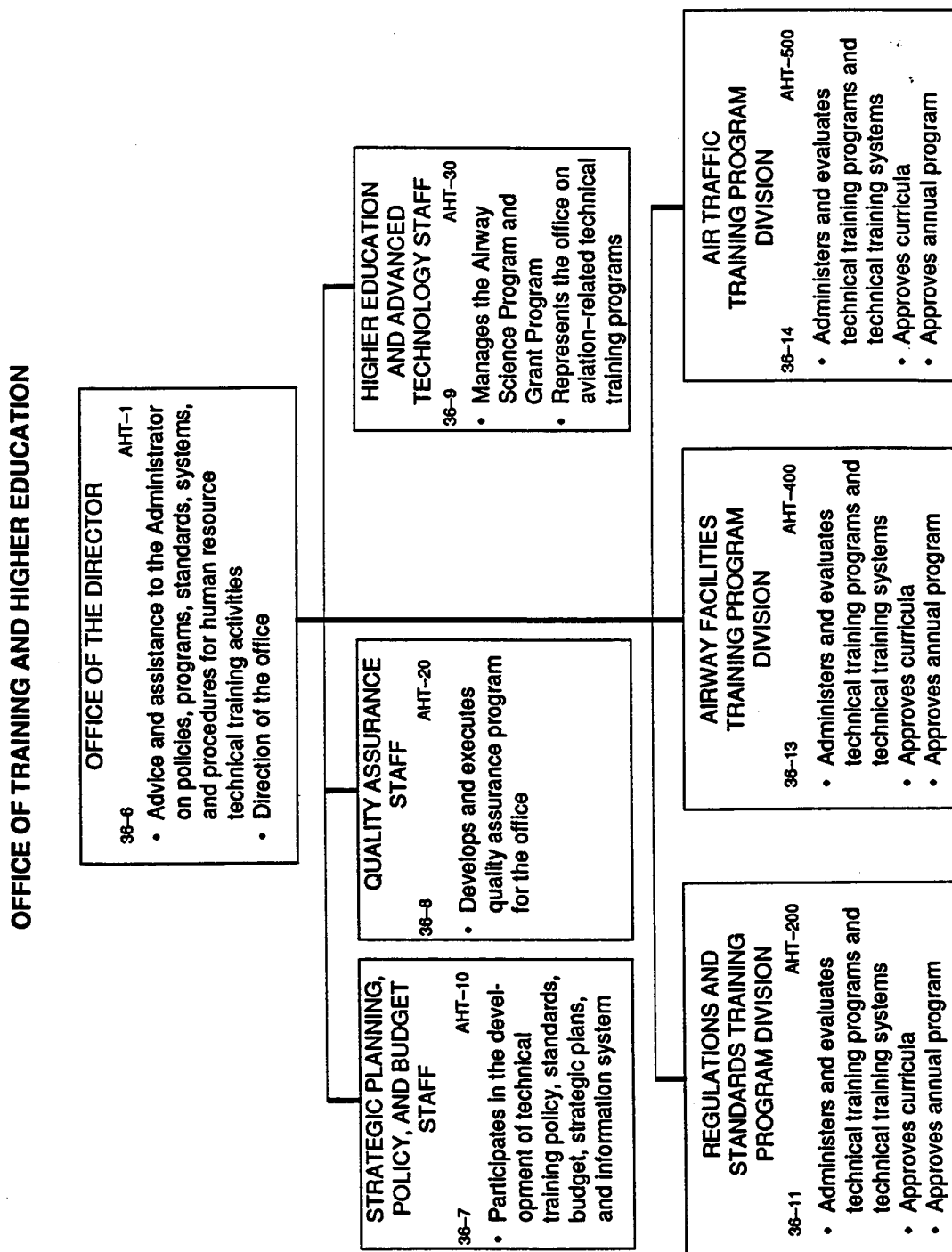
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CHAPTER 36. OFFICE OF TRAINING AND HIGHER EDUCATION

FIGURE 36-1. FUNCTIONAL ORGANIZATION CHART



CHAPTER 36. OFFICE OF TRAINING AND HIGHER EDUCATION

36-1. MISSION. The Office of Training and Higher Education serves as the principal FAA organization responsible for developing policies, programs, standards, systems, and procedures for the following human resource technical training activities; new equipment training, attrition training, training needs assessment, instructional technology, curriculum design, and research and planning as may be required to ensure technological currency of agency technical training programs.

36-2. FUNCTIONAL ORGANIZATION. The functional organization of the Office of Training and Higher Education is shown in figure 36-1.

36-3. FUNCTIONS. The office is responsible for technical training to include new equipment training, training needs assessment, ongoing technical training, individual and occupational development, and instructional technology and curriculum design. The office:

- a. Develops and recommends technical training policies, programs, standards, systems, and procedures to meet FAA program requirements, applicable Federal laws, and Office of Personnel Management and DOT regulations.

- b. Administers technical training programs and policies; advises the Administrator, the Executive Director for Administration and Resource Management, the Associate Administrator for Human Resource Management, and other agency officials; and provides technical advice, assistance, and guidance to other FAA organizations.

- c. Represents FAA on matters within the purview of the office with the Office of the Secretary of Transportation and with other agencies as required.

- d. Provides for the effective evaluation of the individual technical training programs and ensures that measures are taken to correct deficiencies.

- e. Researches current training methodology and state-of-the-art training technology that may be used to produce the highest possible quality training programs for FAA.

- f. Develops, operates, and maintains a state-of-the-art Management Information System for managing the technical training program.

36-4. SPECIAL DELEGATIONS. The Director of Training and Higher Education is delegated authority to:

- a. Waive reimbursements for costs of technical training in accordance with agency policies, directives, and training agreements.

- b. Waive limitations on use of non-Government training in technical areas in accordance with agency policies and directives.

- c. Approve requests for out-of-agency training that require non-routine foreign travel in accordance with agency policies and directives.

36-5. RESERVED.

36-6. OFFICE OF THE DIRECTOR. Under the executive direction of the Associate Administrator for Human Resource Management, the office of the director:

- a. Advises and assists the Administrator, Executive Director for Administration and Resource Management, the Associate Administrator for Human Resource Management, and other FAA executives in the justification of budget estimates, in the administration of executive decisions, and in maintaining productive relationships with the agency work force, the Office of the Secretary of Transportation (OST), the public, and other agencies.

- b. Ensures that technical training meets statutory and regulatory requirements.

- c. Provides for the adequacy, administration, and coordination of technical training programs, standards, systems, and procedures.

- d. Provides leadership for keeping FAA training on the cutting edge of training technology.

- e. Provides leadership for integrating FAA and university and corporate innovations and developments to provide the highest possible quality training experience for all FAA employees.

- f. Provides leadership and direction in the planning, management, and control of office activities.

36-7. STRATEGIC PLANNING, POLICY, AND BUDGET STAFF. The Strategic Planning, Policy, and Budget Staff is responsible for developing strategic plans, policy, and standards for technical training; developing standards for contract training; reviewing and consolidating the national budget for submission to the Office of the Associate Administrator for Human Resource Management; and tracking and reporting the expenditure of resources.

- a. Represents the office on strategic plans, policy, standards, budgeting, training management information systems, and administrative support matters within FAA, OST, other Government agencies, and non-Governmental organizations.

b. Develops and maintains technical training policy and standards.

c. Develops and monitors the intermediate and long-term strategic plans for the agency's technical training and higher education programs consistent with overall agency strategic plans.

d. Develops and maintains standards, systems, and procedures for the formulation, execution, and management of technical training programs and budgets.

e. Participates in developing policy, standards, systems, and procedures for national technical training management information systems in collaboration with the entire FAA training community.

f. Performs administrative functions for the office.

36-8. QUALITY ASSURANCE STAFF. The Quality Assurance Staff serves as the principal quality assurance organization for the Office of Training and Higher Education (AHT) in performing evaluations of the technical training programs. The staff:

a. Develops and executes a quality assurance program for the office; and initiates actions with appropriate AHT divisions to ensure that identified deficiencies are corrected.

b. Monitors the management of training resources; and initiates action with appropriate AHT divisions to ensure that identified deficiencies are corrected.

c. Serves as the focal point for providing guidance to the field on training evaluation requirements.

36-9. HIGHER EDUCATION AND ADVANCED TECHNOLOGY STAFF. The Higher Education and Advanced Technology Staff is responsible for planning, developing, and administering programs with institutions of higher education and establishing a consortium with higher education, industry, and Government to facilitate exchange of information or of state-of-the-art technical training technology. The staff:

a. Represents the office on aviation-related technical training programs conducted by higher education institutions, and private industry, OST, other Government agencies, and non-governmental organizations.

b. Administers the Airway Science Curriculum and Grant Program.

c. Monitors industry training and collegiate education programs and recommends selected innovative proposals for application in FAA technical training; assists in the development of private sector aviation-related educational programs as adjuncts to traditional FAA technical training for entry-level employees.

d. Develops programs, standards, systems, procedures, and activities to ensure systematic planning, acquisition, integration, implementation, and use of advanced instructional methods and technologies for technical training.

36-10. WITHDRAWN—CHG 14.

36-11. REGULATIONS AND STANDARDS TRAINING PROGRAM DIVISION. The Regulations and Standards Training Program Division provides goals and directions for technical training programs; provides instructional strategies; approves curricula; ensures conformance to standards for quality assurance; performs research and planning to ensure technological currency of technical training activities for the offices and services under the cognizance of the Associate Administrator for Aviation Standards and the Associate Administrator for Certification and Regulations (FAA employees only), Logistics, Airports, Security, and other personnel exclusive of Air Traffic and Airway Facilities. The division:

a. Serves as the central point of contact for technical training and requirements; analyzes, refines, and identifies resource requirements for initial, attrition, proficiency, recurrent, and new-equipment training identified by the service or other FAA entity.

b. Represents the office on Regulations and Standards technical training matters and provides assistance, guidance, and advice to all elements within FAA, OST, other Government agencies, and non-governmental organizations.

c. Forecasts future technical training needs, technological advances, and trends to maintain state-of-the-art technical training programs.

d. Collaborates with the FAA Academy and the Transportation Safety Institute to monitor technical training activities and identify requirements for new and/or revised course development.

e. Applies agency standards and ensures the use of task analyses as a basis for technical training development; coordinates the service technical content review; and administers the course approval process.

f. Approves the annual student and course development and/or revision technical training program.

g. Provides staff support for technical training management information systems.

h. Monitors technical training activities and identifies problems and takes corrective action to ensure programs meet field requirements as defined by the services.

36-12. RESERVED.

36-13. AIRWAY FACILITIES TRAINING PROGRAM DIVISION. The Airway Facilities Training Pro-

gram Division provides goals and directions for technical training programs; provides instructional strategies; approves curricula; ensures conformance to standards for quality assurance; and performs research and planning to ensure technological currency of technical training activities for airway facilities personnel. The division:

- a. Serves as the central point of contact for technical training requirements; analyzes, refines, and identifies resource requirements for initial, attrition, proficiency, recurrent, and new-equipment training identified by the service or other FAA entity; and serves as focal point for the office to ensure that new equipment technical training requirements are met for all operating services.
- b. Represents the office on Airway Facilities technical training matters and provides assistance, guidance, and advice to all elements within FAA, OST, other Government agencies, and non-governmental organizations.
- c. Forecasts future technical training needs, technological advances, and trends to maintain state-of-the-art technical training programs; and coordinates plans for technical training with the National Airspace System and human resource development.
- d. Collaborates with the FAA Academy to monitor technical training activities and identifies requirements for new and/or revised course development.
- e. Applies agency standards and ensures the use of task analyses as a basis for technical training development; coordinates the service technical content review; and administers the course approval process.
- f. Approves the annual student and course development and/or revision technical training program.
- g. Provides staff support for technical training management information systems.
- h. Monitors technical training activities and identifies problems and takes corrective action to ensure programs meet field requirements as defined by the Airway Facilities organizations.

36-14. AIR TRAFFIC TRAINING PROGRAM DIVISION. The Air Traffic Training Program Division pro-

vides goals and direction for technical training programs; provides instructional strategies; approves curricula; ensures conformance to standards for quality assurance; performs research and planning to ensure technological currency of technical training activities for air traffic personnel. The division:

- a. Serves as the central point of contact for technical training requirements; analyzes, refines, and identifies resource requirements for initial, attrition, proficiency, recurrent, and new-equipment training identified by the Air Traffic organizations or other FAA entity; and collaborates with the Airway Facilities Training Program Division in assuring that air traffic new equipment technical training requirements are met.
- b. Represents the office on Air Traffic technical training matters and provides assistance, guidance, and advice to all elements within FAA, OST, other Government agencies, and non-Governmental organizations.
- c. Forecasts future training, technological advances, and trends to maintain state-of-the-art technical training programs, and coordinates plans for technical training with the NAS and human resource development plans.
- d. Collaborates with the Air Traffic organizations and the FAA Academy to monitor technical training activities and identifies requirements for new and/or revised course development.
- e. Applies agency standards and ensures the use of task analyses as a basis for technical training development; coordinates the service technical content and procedural review; and administers the course approval process.
- f. Approves the annual student and course development and/or revision technical training program.
- g. Provides staff support for technical training management information systems.
- h. Monitors technical training activities and identifies problems and takes corrective action to ensure programs meet field requirements as defined by the Air Traffic organizations.

